

# Dundee Partnership Community Regeneration Fund

## Grant Application 2024/25

<b>Applicant Information</b>	
<b>Name of Applicant Group</b>	Menzieshill Countdown to Christmas/Menzieshill Church
<b>Activity Title</b>	Menzieshill Countdown to Christmas light switch on and fair
<b>Grant Requested (£)</b>	£1,424

- The Physical & Environmental Improvement Fund is to provide financial assistance for community initiatives aimed at improving the local area through Capital expenditure. Capital expenditure is something of a physical nature including the acquisition, improvement or structural enhancement of an asset valued at £6,000 or more.

- The Youth Inclusion Fund is to provide financial assistance for community initiatives aimed at working with Children and Young People. Applications should be for an activity (or activities) focused on including children & young people in activities, diverting young people from an existing undesirable activity or preventing them joining in with such activity. This should reflect a need that children and young people have been consulted on.

- The Small Grants Fund is for other applications that contribute towards achievement of the Dundee City Plan / Local Community Plan, usually up to £5,000, but there may be lower local restrictions on the amount. Therefore, it is important to check with the relevant Community Worker as listed on page 8 for any local restrictions or other requirements.

This application should address needs in one of the below Wards within which the Dundee Partnership supports activity. If an activity covers more than one Ward then an application is required for each Forum, but it is essential that each application can stand on its own if agreed and that the application is not for a city-wide activity, but a local activity that is to take place in more than one Ward.

TICK THE WARD WHERE YOUR  
PROJECT WILL OPERATE

PLEASE INDICATE WHICH TYPE OF GRANT YOU  
ARE APPLYING FOR

Coldside	Small GrantX
East End	Physical & Environmental Improvement
LocheeX	Youth Inclusion
Maryfield	
North East	
Strathmartine	

Please note that communications regarding this application will be sent to you via email unless you indicate otherwise. All communication for this application should be made to [dundee.partnership@dundeecity.gov.uk](mailto:dundee.partnership@dundeecity.gov.uk)

## Checklist for the DP Community Regeneration Fund Application Form

Before submitting your application form to the Dundee Partnership Team, please use the below checklist to ensure that your form is as fully completed as possible. Please also note that submitting an incomplete form can cause delays in processing or rejection of your application.

### Have you:

- |   |                          |
|---|--------------------------|
| Read the guidance sections of the form  | <input type="checkbox"/> |
| Fully completed the information on the front of the form  | <input type="checkbox"/> |
| Provided a response to all sections of the application form (including indicating a section as 'N/A' where relevant)                                | <input type="checkbox"/> |
| Checked that your budget adds up properly?  | <input type="checkbox"/> |
| Checked that your start date is after the date at which funds could be available, (see page 6) and that your end date is within the financial year? | <input type="checkbox"/> |
| Included appropriate, measurable outputs & outcomes?  | <input type="checkbox"/> |
| Provided your groups accounts, or other appropriate financial information?  | <input type="checkbox"/> |

Sourced and attached all relevant quotes?

(multiple quotes are required where >£5,000 is being applied for to ensure value for money is being considered)

Checked that the bank details or financial code are correct / complete?

Signed the form, given accurate contact details and ticked the GDPR box?

<b>Who is the grant for?</b> (Name of Applicant Group / Department)			
<b>Did you receive a Dundee Partnership grant during 2023-24?</b> (If yes, list all grants below)			<b>YES / NO</b>
<b>Title of project funded</b>	<b>Amount granted</b>	<b>When</b>	<b>Was it fully spent?</b>
Menzieshill Countdown to Christmas	£2,329.24	25/02/2024	Yes
Connect Youth	£2,864	19/05/2023	Yes

**Please give a description of what you want this grant for - (please limit your answer to 500 words or less)**

This grant would help towards the costs associated with delivering the Menzieshill Countdown to Christmas light switch on and fair, In particular the costs associated with the free fun fair.

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<p><b>Which City Plan / Local Community Plan Outcome(s) will it address?</b></p> <p>Children &amp; Families Building Stronger Communities</p>
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<p><b>How many people will benefit from this project?</b></p>	<p>800-900 People</p>
<p>Will any specific groups benefit from this project? (male, female, age range or protected characteristic)</p> <p>This event benefits a broad spectrum of the Menzieshill Community, including individual and families of all age groups and ethnicity. This event is accessible to anyone within the community who wishes to attend</p>	

<p><b>Please say why the project is needed (please limit your answer to 500 words or less)</b></p> <p>The countdown to Christmas light display and switch on event first took place as a result of community consultation in 2017-2018 which highlighted the fact that people in the Menzieshill community were looking for a local Christmas display and event. The first event took place in 2018 with around 400 people attending, then in 2019 the event and display was expanded further and again was a huge success with around 400 people in attendance. In 2020 due to covid restrictions we expanded the light display further but were restricted to being an online event only. The in 2021 we were able to host a hybrid switch on event and fair with restricted numbers. In 2022 with no Covid restriction in place the event returned and was hugely successful with around 600 people in attendance and great fun was had by everyone. This project has become an important part of the Christmas celebration in the</p>
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community, with different community groups and local schools very much involved in the event.

Due to the success of the 2022 event we decided to expand the 2023 event, with a road closure granted by DCC we had a free funfair outside the Church with five different funfair rides and a stall. We also developed a winter wonderland, outside at garden space and marquee in the back Church garden, with fake snow, Santa's Grotto and real reindeer. This was a huge success.

Menzieshill Countdown to Christmas event is free of charge and funded each year by different grant aid bodies, business sponsorship and donations in kind, the funding and sponsorship that is received allows us to put on the event free of charge and therefore not inhibiting any families or children from attending the event.

**What local consultation has taken place regarding this application?**

(Please attach evidence summarising the results of any consultation)

The Menzieshill Countdown to Christmas event was developed as a result of the building stronger Menzieshill Community consultation that took over a six month period from October 2017 to march 2018 in partnership with Bethany Christina Trust and was funded through the Scottish government.

The success of the event over the years and in particular 20223 highlights the importance and need for this event within the community. I would go as far as to say that this event has now become somewhat a part of the life of Menzieshill community.

As we have continued to expand and develop the event we have done so through both positive and negative feedback given to us by those attending the event and listening to ideas that are suggested to us.

**What evidence do you hold that the local community supports this application?**

(For example, was it proposed by members of a particular group? Does it directly address need identified by community members?)

I think the number of people who attended the event on a yearly basis, with around 700 people attending the 2023 event clearly shows the community support in making funding applications for the event. The steering group for the Menzieshill Countdown to Christmas is made up of a mix of community stake holders and representatives from local schools, community groups and the Menzieshill Community hub management group. The steering group is fully committed to continue to expand and develop the event and supportive of any funding applications that are made to develop and grow the event further.

**How will the project / activity tackle deprivation or benefit those experiencing deprivation?**

(Refer to Section 1 of the Guidance Notes)

This project tackles deprivation through the fact that we make the event free of charge allowing families or individuals who may be experiencing financial difficulties to attend the event without having to worry about the cost of attending. The ethos behind the event is to ensure that no child in our community should be deprived of the fun and joy of attending a Christmas light switch on as a result of their family financial situation.

The event helps to put everyone on an equal footing in terms of attendance and no family or child is put in the position of having to ask for something for free or to not be able to attend.

<p><b>For Physical &amp; Environmental Improvements (which must be Capital worth at least £6,000 in value) the following questions must be answered:</b></p>
<p><b>Have all relevant permissions been agreed?</b> (please state what these are)</p>
<p><b>How will the planned project be maintained?</b> (please state who will be responsible for this)</p>
<p><b>What is the expected 'life' of the improvement?</b> (e.g. before it will require replacement)</p>
<p><b>Could a plaque indicating the Community Regeneration Fund as a source be added on location for this award?</b> (If there would be additional costs for this, please indicate this in the budget section)</p>

<p><b>What other sources of funding have you secured / tried to secure for this project?</b></p> <ul style="list-style-type: none"> <li><b>If none, please state why this is the case</b></li> </ul> <p>(Detail below, including applications that are pending or that have been turned down. We may ask for further evidence of an application for other funding)</p>	
Source of Funding (detail if this funding is for more than 1 year, if applicable)	£
We have currently secured sponsorship funding totalling	£1,600
We have submitted a funding application to the festive fund	£4,000

**What are the costs of your activity and how much money is required?** Please give specific details (expand list / use an additional sheet if required) and provide all quotes (good practice for applications for over £5,000 is to provide three quotes to ensure value for money is received, and we will require to see these where relevant).

Cost Heading	Full Costs (£)	DP Aid (£)
Funfair	2500	1424
Churros stall	850	0
Food and drinks	700	0
Road Closure	960	0
Security	216	0
Advertising	300	0
Real Reindeer	900	0
First Aid (provisional Sum)	250	0
<b>Totals</b>	<b>6,676</b>	<b>1424</b>

- **All applicants are required to submit a copy of the group's most recent annual accounts with this application. These will be used to help determine eligibility for funding, and WITHOUT THEM AN APPLICATION WILL NOT PROCEED**
- **If reserves held are less than three months operating expenses please confirm this below**  
Note that if you have already submitted your accounts within this financial year, further copies may not be needed - please check with the Dundee Partnership Team if unsure

**What other documents are you attaching to evidence the budget costs for this application?** (e.g. quotes, estimates, projected income and expenditure)

I have attached quotes and most up to date accounts for the Church

**How do you intend to monitor the project Outputs and Outcomes?**

We monitor the outputs and outcomes in various ways. Firstly through keeping a rough number of those attending the event. Though due to high numbers of people attending it is difficult for as to get an exact number.



Further to this we are able to get an exact figure of the amount of Children who visit Santa's grotto. This is done through the amount of selection packs we distribute. For example in 2022 we distributed 190 selection packs, then in 2023 we distributed 244 selection packs.

We also receive feedback through our Facebook page. The personal feedback that we have received from the 2023 event was exceptionally positive. Though we did receive one or two negative comments regarding the waiting time for Santa is something we are looking to address for the 2024 event.

<p><b>What is the planned start date of the event/activity?</b> Please note turn around on applications is 6 - 10 weeks and funding cannot be retrospective (see section 2 of the guidance notes)</p>	26 <sup>th</sup> November 2024
<p><b>What is the planned end date of the event/activity?</b></p>	5 <sup>th</sup> January 2025

### Outputs & Outcomes

It is expected that applicants will have evidence to support performance information when completing returns on the performance against target. Consideration of this should be given when outputs and outcomes are set out.

Applicants will usually refer to one [City Plan](#) / [Local Community Plan](#) Outcome, but the opportunity is given for up to two, if required. **Please refer to section 3 of the Guidance Notes** for examples of outputs and outcomes / indicators.

<p><b>City Plan / Local Community Plan Outcome:</b></p>	
<p><b>Purpose of activity / project within this Outcome:</b></p>	
	<p><b>Target 2024-25</b></p>
<p>Outputs</p>	
<p>Host Community Event and Fair</p>	<p>800 people</p>
<p>Ensure that no family or child is excluded from attending</p>	<p>Free Event</p>

Outcomes / Indicators:	

<b>City Plan / Local Community Plan Outcome:</b>	
<b>Purpose of activity / project within this Outcome:</b>	
	<b>Target 2024-25</b>
Outputs	
Outcomes / Indicators:	